



## Education Records Disclosure Authorization Form

*Updated February 2017 (supersedes October 2015 version)*

The Family Educational Rights and Privacy Act (FERPA) is a federal law concerning the privacy of, and access to, student education records. FERPA gives parents and guardians of students who are minors and students who have reached the age of 18 or who are attending a postsecondary institution at any age certain privacy rights with respect to educational records. This form permits a parent, guardian or adult student to authorize the release of education records to themselves or to a third party. For additional information, visit the US Department of Education’s website:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Education records cannot be released if the form is not completed; please be sure to sign the form and provide identification before submitting a request. Completed and signed forms should be emailed to Yvonne Huelcher at [Yvonne.Huelcher@dc.gov](mailto:Yvonne.Huelcher@dc.gov).

### I. STUDENT INFORMATION

Student Name:	Date of Birth:
Last School and Grade (if known):	Student Identifier (if known):

### II. RECORDS TO BE RELEASED

<input type="checkbox"/> Assessment scores	<input type="checkbox"/> Enrollment history
<input type="checkbox"/> GED results (pass / no pass)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Most recent IEP	<input type="checkbox"/> Other: _____

### III. PERSON(S) TO WHOM ACCESS OF EDUCATIONAL RECORDS MAY BE PROVIDED

Name:	
Title:	
Email Address:	

I consent to this release understanding that (1) I have the right not to consent to the release of the student’s education records, (2) I have a right to inspect any written record pursuant to this consent form, and (3) I have the right to revoke this consent at any time by providing a written revocation to OSSE.

<b>Printed Name of Student</b>	<b>Signature of Authorized Adult</b>	<b>Date</b>